

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1725**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/msd/notices/fsa.htm](http://www.fsa.usda.gov/dam/msd/notices/fsa.htm).  
**Note:** FAS and RMA employees replace "fsa" in the Internet address to access notices for their agency.

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1178 12-11-98	Nonuse of Query/36 for First Quarter Work Measurement	State and County Offices
APP-20 12-9-98	Dispute Resolution Activity Reports (AO-153R and AO-154R) for FY 1998	State and County Offices
APP-21 12-9-98	Dispute Resolution Activity Reports (AO-153R and AO-154R) for FY 1998	State and County Offices
CONOP-8 12-9-98	EQIP Contract Modifications Funding Procedure	State and County Offices
CP-515 12-14-98	IDMS Shutdown for LAC Vouchers	State and County Offices
DAP-11 12-9-98	Extending LAP Signup Period	State and County Offices
FI-2343 12-8-98	Reporting CCC-1099-A's to Producers and IRS	State and County Offices and KCMO

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
FI-2344 12-15-98	Calendar Yearend Reminders for the County Office Expense System	State and County Offices
FI-2345 12-14-98	Additional Security Features Added to Direct Deposit Transmission Process in County Release No. 397 and State Release No. 320	State and County Offices
FLP-13 12-15-98	Noncash Credit for Debt Cancellation Conservation Contracts	State and County Offices
FLP-14 12-15-98	FY 1999 Farm Loan Allocations	State and County Offices
IRM-288 12-11-98	Maintenance of and Returning Defective FAX Machines	FSA, FAS, except Overseas Offices, and RMA, except Compliance Field Offices and RSO's
PF-104 12-10-98	Submitting Requests for Authorization Codes for PFC Payments	State and County Offices
PM-2093 12-11-98	1999 Pay Adjustments	State and County Offices
PS-294 12-14-98	Two Vacancies in User Requirements Branch	State and County Offices

**Permanent  
Directives**

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Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
7-CN (Rev. 14) Amend. 41 12-11-98	Cotton Loans and Loan Deficiency Payments	KCCO, KCMO, and Cotton State and County Offices
2-CP (Rev. 15) Amend. 14 12-8-98	Acreage Compliance Determinations	State and County Offices

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**Permanent  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
2-PF Amend. 16 12-14-98	Production Flexibility Contract Payment	State and County Offices
28-PM Amend. 13 12-11-98	County Office Personnel Processing	State and County Offices
2-PN (Rev. 4) Amend. 1 11-19-98	Instructions for Peanut Handlers	Peanut Handlers and Peanut State and County Offices
1-SIP (Rev. 2) Amend. 8 12-9-98	Stewardship Incentive Program	State and County FSA Offices, KCMO, State Foresters, and Service Foresters
1-TB SCOAP Amend. 19 12-11-98	Allotments and Marketing Quotas for All Tobacco Except Burley and Flue-Cured	CT, IN, KY, MA, MD, MN, OH, PA, TN, VA, and WI State and County Offices
10-TB SCOAP Amend. 37 12-10-98	Burley Tobacco Quota Program	Burley State and County Offices and KCMO

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**Procedure  
Notices**None

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**Obsolete  
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
APP-20	12-9-98	APP-21
PF-98	12-10-98	PF-104
2-PN SCOAP (Rev. 1)	11-19-98	2-PN (Rev. 4) Amend. 1

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Unit of Issue	Stocked By	Fillable	Filename	Used By	WDC Directives	File Code
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\*The following forms have been revised. Destroy old stock. These forms will be uploaded to the BBS on 12-16-98.

CCC	0240	12-04-98	Signature Verification Record - Commodity Credit Corporation (CCC) Certifying Officer	Sheet	RPL/WP RPL/PDF	Y	CCC0240.WPD CCC0240.PDF	WDC, KC, AMS, FAS	69-FI, 93-FI	17-14-93
CCC	0241	12-04-98	Schedule Designating Commodity Credit Corporation (CCC) Certifying Officer	Sheet	RPL/WP RPL/PDF	Y	CCC0241.WPD CCC0241.PDF	WDC, KC	93-FI	17-51-93
CCC	0242	12-04-98	Schedule Revoking Commodity Credit Corporation (CCC) Certifying Authority	Sheet	RPL/WP RPL/PDF	Y	CCC0242.WPD CCC0242.PDF	WDC, KC	93-FI	17-51-93

\*The following form has been revised. Destroy old stock.

CCC	1099-A	09-29-98	Report of Loan Forfeiture, Settlement, and Abandonment to Producer	MP/2	CG	N	N/A	Counties	12-AO, 62-FI, County Office Release No. 397	IRS2-1
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\*The following forms have been revised. Destroy old stock. These forms will be uploaded to the BBS on 12-16-98.

FCI	0074-A (Grape/Table Grape)	12-98	Appraisal Worksheet (Grape/Table Grapes)	MP/2 Head to Head	RPL/WP RPL/PDF	Y	0074AGTG.WPD 0074AGTG.PDF	RMA and applicable FSA State offices that have NAP and sell crop insurance	5-CP, 30490 Grape Handbook	N/A
FCI	0074-A (Safflower)	12-98	Appraisal Worksheet (Safflower)	MP/2 Head to Head	RPL/WP RPL/PDF	Y	0074ASAF.WPD 0074ASAF.PDF	RMA and applicable FSA State offices that have NAP and sell crop insurance	5-CP, 30420 Safflower Handbook	N/A

\*The following forms are obsolete. Destroy all stock.

FSA-HQ	0261-03	12-08-87	Directives Work Status Log	Sheet	D/O	N/A	N/A	D/O	N/A	N/A
FSA-HQ	0274	03-12-90	Directives Conversion Log	Sheet	D/O	N/A	N/A	D/O	N/A	N/A
FSA-HQ	0279	08-24-82	Directives Page Count Log	Sheet	D/O	N/A	N/A	D/O	N/A	N/A

\*The following form has been reprinted. Order from "Stocked By" location. Tentative delivery date is 01-19-99

RD	1980-42	11-89	Notice of Substitution of Lender (Transaction 4034)	Set/3	KC	N/A	N/A	FSA, RD	FMI 06-21-95, 1980-B	
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**NOTE: Files saved in PDF format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.**

**1/ Filing codes pertain only to State and County Offices.**

12-16-98